OPTIONAL CAR RENTAL INSURANCE   STATINTL

You are reminded that in accordance with [   ] the cost
(usually $2.00 a day) of optional car rental insurance to cover
the deductible amount (normally the first $100 of damage)
specified in the rental contract is not a reimbursable travel
expense. This regulation is premised on the general policy of
the Government to carry no insurance. You may claim reimburse-
ment for payments made by you, up to such deductible amount,
for damage to the rented vehicle in the event the rented vehicle
is damaged while being used for official business. If you con-
template personal use of the rental vehicle, you may wish to
consider the advisability of purchasing the optional insurance
at your own expense.

☐ **UNCLASSIFIED**   ☐ **INTERNAL USE ONLY**   ☐ **CONFIDENTIAL**   ☐ **SECRET**

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:	EXTENSION	NO.
		DATE

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1.	13 Dec			
2.				**EYES ONLY**
3. Fran				
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STATINTL

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